



## **EQUAL OPPORTUNITY**

The Federal Bureau of Investigation is an Equal Opportunity Employer. All qualified applicants will receive consideration. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, gender identity, genetic information, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.

The FBI welcomes and encourages applications from persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons. The decision on granting reasonable accommodation will be on a case-by-case basis. The FBI is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the FBI.

The Office of Equal Employment Opportunity Affairs (OEEOA) is responsible for managing the FBI's equal employment programs, policies, and procedures. OEEOA provides the guidance and tools necessary to ensure that the FBI mission is accomplished in an environment free from discrimination, retaliation and disruption.

## **EEO POLICIES AND PROCEDURES**

[Federal Bureau of Investigation Policy Statement on Diversity and Equal Employment Opportunity](#)

[Department of Justice Equal Employment Opportunity Framework](#)

## **EEO COMPLAINT PROCESSING**

OEEOA addresses allegations of employment discrimination, to include personnel actions and decisions based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, and reprisal for prior EEO activity. OEEOA also addresses allegations of discriminatory harassment.

There are two phases to the EEO process: the informal counseling process and the formal complaint process. The EEO process is confidential, and all parties are required to maintain confidentiality throughout the process. If your complaint is not resolved during the informal counseling process, you will have the opportunity to file a formal complaint.



If you believe you were discriminated against during any phase of the hiring process, within 45 calendar days of the date the alleged discriminatory action(s) occurred, or when you knew or reasonably should have known of the discriminatory action(s), please contact the EEO Counseling Program at (202) 323-0911 or email [EEO\\_Counseling@fbi.gov](mailto:EEO_Counseling@fbi.gov).

## **REASONABLE ACCOMMODATIONS**

The FBI provides legally entitled reasonable accommodations to qualified applicants pursuant to medical disabilities or sincerely held religious beliefs. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Office of Equal Employment Opportunity Affairs (OEEOA) Reasonable Accommodation (RA) Program by either e-mail at [REASONABLE\\_ACCOMMODA@fbi.gov](mailto:REASONABLE_ACCOMMODA@fbi.gov), telephone at 202-324-2158, or fax at 202-324-3976. Your request will receive an individualized assessment.

## **COVID-19 VACCINATION REQUIREMENT**

On September 9, 2021, Executive Orders were signed by the President requiring Coronavirus Disease 2019 Vaccination for Federal Employees. All individuals who enter government service after November 22, 2021, need to be fully vaccinated prior to their start date, except in limited circumstances where an employee is entitled to a reasonable accommodation, pursuant to a sincerely held religious belief or medical disability. An individual is considered fully vaccinated two weeks after the second injection in a two-dose series (Pfizer-BioNTech or Moderna), or two weeks after the single injection option (Johnson & Johnson/Janssen). All employees are required to attest to their vaccination status and upload documentation of proof using the FBI's official and secure medical system of record. For more information regarding where to obtain a vaccine at no cost to you, please visit [www.vaccines.gov](http://www.vaccines.gov).

*For all applicants to positions without a medical requirement, prior to submitting a reasonable accommodation request relating to the COVID-19 vaccine mandate, an applicant should ensure they meet the following: (1) be in possession of a Conditional Appointment Offer (CAO) or Conditional Job Offer (CJO); and (2) be adjudicated favorably on their background investigation; and (3) have been contacted regarding a start date to enter on duty with the FBI. If these criteria are met, an applicant may proceed with submitting a reasonable accommodation request to the OEEOA Reasonable Accommodation Program. Please note that your start date may be delayed pending review of your request for a reasonable accommodation.*

*For all applicants to positions with a medical requirement, prior to submitting a reasonable accommodation request relating to the COVID-19 vaccine mandate, an applicant should ensure*



they meet the following: (1) in possession of a Conditional Appointment Offer (CAO) or Conditional Job Offer (CJO); (2) passed the FBI polygraph; and (3) scheduled for an applicant Fitness for Duty medical clearance exam. If these criteria are met, an applicant may proceed with submitting a reasonable accommodation request to the OEEOA Reasonable Accommodation Program.

If submitting a request for reasonable accommodation relating to the COVID-19 vaccine mandate pursuant to a sincerely held religious belief, requestors should notify the OEEOA RA Program via email and provide responses to the below questions. You do not need to answer every question to be considered for a religious exception, but we encourage you to provide as much information as possible to enable the agency to evaluate your request.

1. Please describe the nature of your objection to the COVID-19 vaccination requirement.
2. Would complying with the COVID-19 vaccination requirement substantially burden your religious exercise? If so, please explain how.
3. How long have you held the religious belief underlying your objection?
4. Please describe whether, as an adult, you have received any vaccines against any other diseases (such as a flu vaccine or a tetanus vaccine) and, if so, what vaccine you most recently received and when, to the best of your recollection.
5. If you do not have a religious objection to the use of all vaccines, please explain why your objection is limited to particular vaccines.
6. If there are any other medicines or products that you do not use because of the religious belief underlying your objection, please identify them.
7. Please provide any additional information that you think may be helpful in reviewing your request.

For all other reasonable accommodation requests based on a sincerely held religious belief, you'll be asked to provide answers to the following questions:

8. What is your sincerely held religious belief?
9. What are you requesting?
10. How does what you're requesting impact your sincerely held religious belief?

Where there is an objective basis to do so, the agency may ask you for additional information as needed to determine if you are legally entitled to an exception.

If submitting a request for reasonable accommodation relating to the COVID-19 vaccine mandate pursuant to a medical disability, requestors should notify the OEEOA RA Program via email and provide a completed [Request For A Medical Exception To The Covid-19 Vaccination Requirement](#).



- Part 1 – To Be Completed by the Employee
- Employee Signature
- Part 2 - To Be Completed by the Employee's Medical Provider
- Medical Provider Signature

For all other reasonable accommodation requests based on a medical disability, you'll be asked to provide the [medical documentation inquiry form](#) that your medical provider is required to complete:

- Diagnosis
- Prognosis
- Functional limitation(s)
- Recommended accommodation(s)

For more information on the RA process, [Click Here](#).

Federal agencies are required to provide personal assistant services (PAS) during working hours to qualified persons with disabilities, who need assistance with performing activities of daily living that an individual would typically perform if he or she did not have a disability, and that is not otherwise required as an accommodation. You may use the FBI's reasonable accommodation process to request PAS.

For more information on PAS, [Click Here](#).

## **EEO REPORTS**

[Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities \(FY2020\)](#)

- To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

[Data Posted Pursuant to the No FEAR Act](#)



## **CONTACT INFORMATION**

Office of EEO Affairs  
935 Pennsylvania Ave NW, Room 9304  
Washington, D.C. 20535

Call: 202-324-4128

Fax: 202-324-3976